



CITY OF AUBURN

Planning & Development Department
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SPECIAL HOME OCCUPATION APPLICATION PACKET

SPECIAL HOME OCCUPATION APPLICATION – INTRODUCTION

(TYPE III DECISION)

What does Type III refer to?

Type III refers to quasi-judicial land use decisions made by the City of Auburn Hearing Examiner following a public hearing at which interested citizens can participate by giving written or verbal comments on a proposed project or issue.

Hearing Examiner decisions can be appealed to the Superior Court of the county within which the property lies.

What uses require a Special Home Occupation permit?

Per ACC 18.60.040, the following require a special home occupation permit:

1. Building and construction contractor services, including landscaping services (unless the home occupation is solely used for office purposes);
2. Personal service shops;
3. Music and dancing studios;
4. Craft classes;
5. Animal grooming; and
6. Home occupations that can only meet 11 or 12 of the 13 requirements outlined in ACC 18.60.020 (A) through (M).

The permit does not cover: automobile/motorcycle repair and body work, including painting, automobile services, including stereo installation, car alarms, and detailing, and heavy equipment repair/maintenance, which are *not allowed as home occupations*.

Does a Special Home Occupation permit preclude the proposed use from meeting all home occupation requirements?

Any use requiring a special home occupation permit must meet *at least* 11 of the 13 home occupation requirements outlined in ACC 18.60.020.

What is the review process like for Special Home Occupation applications?

Once a special home occupation application is deemed complete, City staff will conduct review of the application and recommend a decision to the Hearing Examiner. The Hearing Examiner will designate a time and place for the public hearing and notice will be given not less than 10 days prior to the hearing. A decision to approve, approve with conditions, or deny the Special Exception application will be made upon conclusion of the public hearing.

SPECIAL HOME OCCUPATION APPLICATION – INTRODUCTION [CONTINUED]

What are the criteria against which the proposed Special Home Occupations will be reviewed?

Per ACC 18.60.040B, in reviewing applications for special home occupations, the Hearing Examiner will consider:

1. The nature and condition of all adjacent uses and structures
2. Materially detrimental impacts to public welfare or injurious to property in the zone or vicinity in which the property is located; and
3. Consistency with the spirit and purpose of ACC Title 18 (Zoning).

How long before I am notified if my application is complete?

At the time you submit an application, you must submit all of the written and graphic information listed in this application under "Special Home Occupation Application Submittal Checklist": Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

How long before I know if the Special Home Occupation has been approved (with or without conditions) or denied?

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of his/her application longer than 120 days.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.



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SPECIAL HOME OCCUPATION APPLICATION

SPECIAL HOME OCCUPATION – SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS.

- ☐ Provide electronic files of all submitted written materials and plans and graphics for use by the City of Auburn during the development review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Documents totaling less than 20 MBs may be attached to the email submittal to applications@auburnwa.gov. If total file size is more than 20 MBs then email only the application form to applications@auburnwa.gov and you will be provided with a Dropbox link to upload all of the documents. Please allow until the end of the following business day for a Permit Technician to contact you with further instructions and to arrange payment and complete the intake process.

PDF REQUIREMENTS.

- ☐ All documents shall be submitted in *unsecured* and *flattened* PDF format. Each document shall be separate PDF documents and clearly named by document title (common acronyms are OK, e.g. SSP – Stormwater Site Plan/Report, *Geotech* – Geotechnical Report, *TIA* – Traffic Impact Analysis/Study/Memo, *CAR* – Critical Areas Report).
Example: Smith Building – Prelim SSP.pdf

WRITTEN MATERIALS

- ☐ A. **APPLICATION FORM** Provide a completed Master Land Use Application Form
- ☐ B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained within this application packet inclusive of all required signatures.
- ☐ C. **WRITTEN STATEMENT** addressing:
- ☐ In detail, a description of your request for a special home occupation permit; and
 - ☐ Why the special home occupation should be issued, relating to approval criteria listed on pg. 2 of this application packet.

PLANS & GRAPHICS

- ☐ A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) on paper no larger than **24x36"**, at **1"=100'** or larger (**1"=50'** preferred). An index sheet of the same size is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.

☐ C. **SITE PLAN DRAWING – GRAPHIC REPRESENTATION** The following graphic features shall be shown on the drawing:

- ☐ 1. North arrow, numeric/graphic scale, and date plan was prepared;
- ☐ 2. Boundaries and dimensions of the property;
- ☐ 3. Adjacent public streets;
- ☐ 4. Easements, existing and proposed;
- ☐ 5. Location and size of all existing and proposed utilities;
- ☐ 6. Location of buildings, including setbacks;
- ☐ 8. Location and layout of off-street parking;
- ☐ 9. Location and height of fences;
- ☐ 10. Location and size of signs;
- ☐ 12. Points of access, interior streets, and driveways;
- ☐ 13. Location of refuse storage locations, bicycle parking areas and pedestrian/bike paths;

☐ D. **VICINITY MAP** A vicinity map sufficient to define the property location and boundaries.